



Web Conferencing improves collaboration by promoting communication and interaction among users regardless of physical or organizational location. The Web Conferencing capability allows users to fulfill requirements of projects easier by providing a platform for conducting their business. This Help Document describes a seamless way to assist users in attending your web conference and sending invitations to your invitees.

### **How Do I Access Web Conferencing?**

To access the Web Conferencing capabilities from any Portal page, click *Collaboration Tools* on the horizontal navigation bar. You can also access Web Conferencing by clicking on *My Communities*, then General Pages, then the *Collaboration Resources* link in the fly out.

### **Scheduling a Web Conference**

The Initiating Web Conference help document contains details on setting up a web conference.

[http://oaspub.epa.gov/portal/page/portal/GENERAL\\_PAGE\\_GROUP/EPA\\_HELP/Initiating%20Web%20Conferences%207\\_7\\_09.pdf](http://oaspub.epa.gov/portal/page/portal/GENERAL_PAGE_GROUP/EPA_HELP/Initiating%20Web%20Conferences%207_7_09.pdf)

Due to changes in the web conferencing application, there are new guidelines for inviting users into a web conference. These procedures will ensure easy access to web conferences for both internal and external attendees.

### **Inviting Attendees**

All attendees should be directed to the link: <http://portal.epa.gov/webconference> and provided the unique conference ID prior to the conference. Other links that appear on the web conference screen, or copies of the host's invitation will not allow access to your meeting without a portal login. A template for providing attendees the access link and conference details is provided below. (see Figure 1).



Greetings,  
Thank you for accepting the invitation to our meeting on <DATE>. Below is the web conference and dial-in information for the meeting.

**Conference Call**

Dial-in number: ###-###-####

Password: #####

**Web Conference**

<http://portal.epa.gov/webconference>

Conference ID: #####

Conference Key: ##### (optional)

When you click on the link, the **Scheduled Conference** page will open. In the top right corner you will see the “Join Conference” box. Enter the required information, including your name.

Please contact me with any questions.

Thank you,  
<HOST NAME>

Figure 1: Invitation E-mail Template

Instead of logging into the Portal, all attendees should enter the web conference via the URL above. The Scheduled Conferences page (Figure 2) will open.

Figure 2: Web Conference Attendee Sign-In

As the Host, you **must** log into the Portal to open and run the web conference. This action has not changed.

**Who to Contact for Help**

For questions, concerns, or assistance in using the Portal, contact the EPA Customer Call Center at 1-866-411-4EPA or [epacallcenter@epa.gov](mailto:epacallcenter@epa.gov).